

CHESTNUTHILL TOWNSHIP SUPERVISORS
ROUTE 715, BRODHEADSVILLE, PA 18322

MINUTES OF REORGANIZATION MEETING – JANUARY 3, 2012

The Reorganization Meeting of the Chestnuthill Township Board of Supervisors was held at 7:00 p.m. on Tuesday, January 3, 2012, at the Township Municipal Building. Those present were Supervisors Chuck Gould, Dave Fleetwood, Chris Eckert, Atty. Joseph P. McDonald, Jr., Township Manager David Albright and Office Manager Cathy Martinelli.

The **Pledge of Allegiance** to the Flag was led by Cathy Martinelli.

Temporary Chairman. Chuck Gould made a motion, seconded by Chris Eckert and it was voted to appoint Dave Fleetwood, **Temporary Chairman.** (2-0) (Dave abstained)

Chairman. Dave Fleetwood called for nominations for Chairman. Dave Fleetwood made a motion, seconded by Chris Eckert and it was voted to appoint **Chuck Gould, Chairman.** (2-0)(Chuck Gould abstained)

The meeting was turned over to Chuck Gould.

Vice Chairman. On motion made by Chris Eckert, seconded by Chuck Gould it was voted to appoint **Dave Fleetwood, Vice Chairman.** (2-0) Dave abstained.

Township Manager. On motion made by Dave Fleetwood, seconded by Chris Eckert it was voted to appoint **David Albright, Township Manager.** (3-0)

Secretary/Treasurer/Office Manager. On motion made by Dave Fleetwood, seconded by Chris Eckert it was voted to appoint **Cathy A. Martinelli, Secretary/Treasurer /Office Manager.** (3-0)

Open Records Officer. On motion made by Dave Fleetwood, seconded by Chris Eckert it was voted to appoint **Cathy A. Martinelli, Open Records Officer.** (3-0)

Roadmaster. On motion made by Dave Fleetwood seconded by Chris Eckert. it was voted to appoint **Merton Whitney, Roadmaster.** (3-0)

CPA/Firm to audit 2011 books. On motion made by Chris Eckert, seconded by Dave Fleetwood it was voted to appoint Riley and Company to audit the 2011 books. Resolution # 2012-01 was signed. (3-0)

CPA Consulting Firm. On motion made by Chris Eckert, seconded by Dave Fleetwood it was voted to appoint Zelenkofske Axelrod LLC **Consulting Firm.** (3-0)

On motion made by Dave Fleetwood, seconded by Chris Eckert (3-0) the following appointments/reappointments to one-year terms were made:

Sewage Enforcement Officer – H.M. Beers, Inc.

Attorney for SEO-Todd Weitzmann of Scanlon, Lewis and Williamson

Alternate Sewage Enforcement Officer – Jeryl Reinhart

Soil Scientist – Mark Mills of Soils Resource Limited

SEO Secretary – Andrea Kennedy

Township Engineer – Reilly Associates – Chris McDermott

Alternate Township Engineer – Keystone Engineering – Eric Snyder

Township Solicitor – Joseph P. McDonald, Jr.

Earned Income Tax Collector – MC Tax Collection Committee (Berkheimer)

Earned Income Tax Liaison – Cathy A. Martinelli; Alternate David Albright

Comptroller – Rusty Lotruglio

Vacancy Board – Board of Supervisors and Kim Lutz

Zoning & Codes Officer – Walter Hansen

Building Code Inspector- Lehigh Valley Inspection Service

Solicitor to the Building Codes Board of Appeals-Todd Weitzmann

Attorney for Zoning & Code Officer – H. Clark Connor

Zoning Hearing Board Attorney- Jerry Hanna

Solicitor to the Planning Commission – Tim McManus of Cramer Swetz, & McManus

Secretary to the Planning Commission – Cathy A. Martinelli

Special Council for Bargaining Agreements – Mike Carr of Stevens & Lee

Special Council for Insurance Consulting – Michael Collins, Esq.

On motion made by Dave Fleetwood, seconded by Chuck Gould (2-0) (Chris Eckert abstained) the following appointment/reappointment to a one-year term was made:

Emergency Management Positions Reappointment:

Deputy Emergency Management Coordinator – John Murray

Deputy Emergency Management Coordinator- Chris Eckert

Operations Section Chief- Eric Hoffman

Planning Section Chief – Lisa Hoffman

Planning Section- John Burrus

Logistics Section Chief- Nick Caprioli

Finance/Admin Section – Cathy A. Martinelli

Public relations – David Albright

Public Works – Merton Whitney

New Appointment:

Emergency Support Function – Ronald Eick

Fire Marshall – Chris Eckert

Supervisors Voting Delegate – Chris Eckert

Historical Society Liaison On motion made by Chris Eckert, seconded by Chuck Gould it was voted to appoint Dave Fleetwood, Historical Society Liaison. (2-0) (Dave abstained)

Agriculture Area Advisory Committee – None. **Currently:** Chuck Gould, Dave Fleetwood, Mark Heckman, William Altemose & Robert G. Gould

Zoning Hearing Board Appointment/Reappointment. (5 yr. term) On motion made by Chris Eckert, seconded by Dave Fleetwood it was voted to appoint Frank Wernet, Dave Gordon, Charles Bubar as Members and Robert Baker as Alternate. (3-0)

Planning Commission Appointment/Reappointment. (4 yr term) On motion made by Dave Fleetwood, seconded by Chris Eckert it was voted to appoint Sherry Harding & Roger Kutzler (3-0)

West End Park & Open Space Commission. On motion made by Chris Eckert, seconded by Chuck Gould it was voted to appoint Dave Fleetwood to a 3 year term and June Parker to fill Leigh Kane's unexpired term until 12/21/12. (2-0) (Dave abstained)

CJER Regional Planning Commission (1 yr term) Chuck Gould, Nicholas Caprioli & Dave Fleetwood, Alternate. On motion made by Chris Eckert, seconded by Dave Fleetwood it was voted to appoint Chuck Gould & Nicholas Caprioli (2-0) (Chuck abstained) and on motion made by Chris Eckert, seconded by Chuck Gould it was voted to appoint Dave Fleetwood, Alternate. (2-0) (Dave abstained)

Building Code Board of Appeals Appointment/Reappointment. On motion made by Dave Fleetwood, seconded by Chris Eckert it was voted to appoint Douglas Atherton to a 1 year term. (3-0)

On motion made by Chuck Gould, seconded by Dave Fleetwood the following union contract details were approved as written (3-0):

Union Employees PTO (paid time off) – As per the union contract.

Union Employees Holidays – As per the union contract.

Union Employees Wages – As per the union contract.

Non Union Employee Wages. On motion made by Dave Fleetwood, seconded by Chris Eckert it was voted to give the Zoning & Codes Officer and Comptroller a 4% raise. (3-0)

Employees Mileage Reimbursement. 2012 IRS rate is 55.5 cents per mile. On motion made by Dave Fleetwood, seconded by Chris Eckert it was voted to approve this rate. (3-0)

Management Employee Contracts. Dave Albright, Cathy A. Martinelli, Merton Whitney. On motion made by Dave Fleetwood, seconded by Chris Eckert it was voted to approve these Management Contracts with a 4% raise. (3-0)

Board Meetings – 1st and 3rd Tuesday of each month unless otherwise advertised and Plans will be reviewed at the first meeting of each month, unless the first meeting is cancelled then the plans will be reviewed at the following meeting. On motion made by Chris Eckert, seconded by Dave Fleetwood it was voted to approve the above Board meeting schedule. (3-0)

Work-sessions on Monday are beginning at 7:30 a.m. On motion made by Chris Eckert, seconded by Dave Fleetwood it was voted to approve the above work-session schedule, noting all public meetings held are in compliance with the Sunshine Law. (3-0)

Department Head meetings. on Monday mornings beginning at 7:15 a.m. On motion made by Chris Eckert, seconded by Dave Fleetwood it was voted to approve the above Department Head meetings. (3-0)

Bill Approval – Authorization for Cathy to pay bills on due dates to avoid late charges, along with payroll. On motion made by Chris Eckert, seconded by Dave Fleetwood it was voted to approve the above bill paying. (3-0)

Public Comment.

Resident Leon Clark questioned the legality of the board being on the CJER committee, as well as questioning work session being open to the public.

Resident Stuart Thody asked if any money was allocated for an anniversary event. The Board reiterated we will see if our finances allow after year end closing.

Supervisors Comments.

Dave Fleetwood wanted to thank the staff for their hard work all year long and the public for their attendance at the meetings and also all the volunteers that put in a lot of time and hard work for the Township.

Chris Eckert said he echo's Dave Fleetwood's comments and the staff's ability to obtain grants, cost measures and traffic light savings.

Chuck Gould said he echo's the above comments as well as the public input and concerns, we look at every issue closely.

Adjournment. There being no further business, on motion made by Chris Eckert, seconded by Dave Fleetwood it was voted to adjourn the reorganization meeting at 7:31 p.m. (3-0)

Respectfully submitted,

Cathy A. Martinelli
Recording Secretary